

— REQUEST FOR PROPOSALS —



Issued March 21, 2005
Revised March 24, 2005

CITY OF HOUSTON
Housing and Community Development Department
601 Sawyer, Fourth Floor
Houston, Texas 77007

(713) 868-8300

**Neighborhood Facilities Renovation Program
Request for Proposals**

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REQUEST FOR PROPOSALS FOR FUNDING PROJECTS UNDER THE NEIGHBORHOOD FACILITIES RENOVATION PROGRAM

SECTION I - General

A. INTRODUCTION AND PURPOSE

The City of Houston (the "City"), as a goal of its Community Development Block Grant (CDBG) Program, seeks to promote viable neighborhoods by strengthening the coordination between city government and nonprofit agencies. The City also seeks to promote viable neighborhoods by leveraging public and private resources to maximize renovation efforts by nonprofit agencies thus allowing such agencies to provide public services to benefit persons of low and moderate income.

The City recognizes that supportive human services are necessary for the successful planning and implementation of any community revitalization effort. The goal of the Neighborhood Facilities Renovation Program funded under the CDBG Program is to reduce the deterioration of facilities in low-moderate income areas through facility renovation efforts.

The City will make funds available to nonprofit agencies for renovation projects under this Program. Priority for funding will be nonprofit agencies that provide youth programs including, but not limited to after school programs, Computer Learning, and job preparation services.

Although federal regulations allow CDBG funds to be used for renovation of various types of facilities this Request for Proposals process will not provide funds to agencies for facilities renovations that provide substance abuse treatment programs, probation or parole services. Additionally, facilities that are a part of a multi-family apartment development will not be funded under this RFP. All multi-family facilities should be funded as a part of the total cost of the apartment development.

This RFP will not fund applicants who received a Neighborhood Facilities Renovation Program grant within the past (5) years.

Applicants must have a minimum of two (2) years as a non-profit organization who has provided direct services. This RFP will not fund any start-up projects.

B. ISSUING OFFICE

This RFP is issued by:

City of Houston
Housing and Community Development Department
601 Sawyer, Fourth Floor
Houston, Texas 77007
(713) 868-8300

RFPs shall be made available to the public at the Housing and Community Development Department's office located at 601 Sawyer, 4th Floor beginning on Monday, March 21, 2005, from 8:00 a.m. until 5:00 p.m., Monday - Friday.

C. TECHNICAL ASSISTANCE

Technical assistance will not be provided in developing a proposal in response to this RFP.

Copies of the federal regulations, maps and boundary description of Community Development Areas and a sample funding contract will be available for inspection at the Department's offices located at 601 Sawyer, 4th Floor. **PROPOSERS ARE EXPECTED TO REVIEW (BEFORE SUBMITTING THEIR PROPOSALS FOR CONSIDERATION) THE FEDERAL REGULATIONS AND SAMPLE FUNDING CONTRACT TO BE ENTERED INTO BETWEEN THE CITY OF HOUSTON AND EACH SELECTED NON-PROFIT AGENCY.**

D. PROPOSERS MEETING

The City will hold a proposers meeting on Wednesday, March 23, 2005, at 10:00 a.m. C.S.T. in the Department's conference room, 601 Sawyer, 7th Floor, to answer questions about any part of this RFP, including the submission of the Attachment III "Project Eligibility Determination" form for the proposed facility to be renovated to allow the City to determine low/moderate income eligibility of persons residing in the project area and/or clients to be served. This pre-screening must take place before the formal submission of the proposal.

Aleice E. Goodson is the primary point of contact between the proposers and the City. Oran Woody is the secondary point of contact. You may contact Ms. Goodson at (713) 868-8446 or Mr. Woody at (713) 868-8473 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

E. Matching Funds

The City will award grants for acquisition, new construction and renovation costs up to a maximum limit of \$500,000. Any project that is estimated to be in excess of \$500,000, the applicant is required to provide matching funds for the balance.

If projects are estimated to be over \$500,000, the City will require evidence from the proposer that the matching funds are available to complete the project or facility. This evidence may be in the form of a letter(s) from a charitable foundation(s), suitable to the Department, committing the necessary funds for completion. A commitment for financing from a financial institution or other lender, may also be considered as a match subject to the Department's approval.

F. RESPONSE DEADLINE

All proposals must be received by Friday, May 6, 2005, 5:00 p.m. C.S.T. and delivered to the address below:

**City Secretary's Office
City Hall Annex, Public Level
900 Bagby
Houston, Texas 77002**

Proposals will only be accepted at the City Secretary's office. There will be no exceptions.

G. SCHEDULE OF EVENTS

The following indicates tentative dates of importance regarding this RFP:

<u>Event</u>	<u>Date</u>
Release of RFP	March 21, 2005
Proposers Meeting	March 23, 2005
Deadline for Receipt of Proposals	May 6, 2005
Estimated Date for Initial Selection of Proposals	
Project Feasibility and Phase I Environmental Site Assessment Evaluation (Initially Selected Proposals)	May 20, 2005
Estimated Date for Final Selection of Proposals	May 27, 2005
Environmental Review Process (90 to 120 days)	June 3, 2005
Estimated Date for Presentation to City Council of Proposed Projects	June-September, 2005
	November, 2005

SECTION II - Pertinent Federal Regulations

A. NONDISCRIMINATION AND EQUAL OPPORTUNITY

An organization selected to receive CDBG funds must comply with the following:

1. The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964 relating to the prohibitions against discrimination in housing and the denial of benefits of federally funded programs because of race, color, religion, sex, or national origin;
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973;
3. The requirements of Executive Order 11246 relating to equal employment opportunity in connection with federally funded programs;
4. The requirements of Section 3 of the Housing and Urban Development Act of 1968 relating to the training and employment of individuals and the contracting of businesses from the metropolitan area in which the federally funded program is located;
5. The requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs; and
6. The requirements of Community Development Block Grant regulations at 24 Code of Federal Regulations Part 570.

B. APPLICABILITY OF OMB CIRCULARS

A sub recipient of CDBG funds must comply with the policies, guidelines, and requirements of 24 CFR 84, which now codifies OMB Circular No. A-110; A-122; and A-133 as they relate to the acceptance and use of grant amounts by nonprofit organizations.

C. CONFLICTS OF INTEREST

In addition to conflicts of interest requirements in 24 CFR 84 which now codifies OMB Circular A-110, no person who is an employee, agent, consultant, officer, or elected or appointed official of the City, state recipient or nonprofit recipient (or if any designated public agency) that receives CDBG grant amounts and who exercises or

has exercised any functions or responsibilities with respect to assisted activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for him or herself or those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

D. ENVIRONMENTAL COMPLIANCE

If successful, projects are subject to environmental clearance in accordance with 24 CFR 58 and 24 CFR 570.

E. GOVERNING PROVISIONS AND LIMITATIONS

1. This RFP does not commit the City to award a funding contract, to pay any costs incurred in the preparation of a proposal for this RFP or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this process, or to negotiate with all qualified sources, or cancel in part, or in its entirety, the RFP, if it is in the best interest of the City to do so.
2. The City reserves the right to:
 - a. Negotiate to the extent that additional funding is available, any contract awarded as a result of this Request for Proposals.
 - b. Reduce contract funding if the City does not receive adequate funding from the United States Department of Housing and Urban Development (HUD).
3. Proposer(s) shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of the City for the purpose of influencing favorable disposition toward his/their own proposal or any other proposal submitted hereunder.
4. All materials furnished by a proposer in its proposal shall become the property of the City and shall be considered public information, except for material that is excluded under the Texas Open Records Act. All material that a proposer considers proprietary shall be made known to the City by the proposer on the proposal cover sheet.
5. Proposers will be required to assume full responsibility for all services, including that of any subcontractors.

6. The City reserves the right to make or request revisions to this RFP.
7. The City's obligation hereunder is contingent upon the availability of appropriated funds from HUD. There shall be no legal liability upon the City for payment of any money until funds are made available by HUD to the City for projects to be funded through this Request for Proposals process and notice of such allocation shall be confirmed in writing by the City to the proposers when program requirements are met.
8. A Contract may be recommended for award to a proposer whose proposal is judged to be the most advantageous to the City. Award of a contract shall be subject to approval by the Mayor and the Houston City Council.
9. If applicable, the City may accept, within the time specified herein, any proposal, or part thereof, whether or not there are negotiations subsequent to its receipt, unless the proposal is withdrawn by written notice received by the City prior to award. If negotiations are conducted, such shall not constitute a rejection or counteroffer on the part of the City.
10. The City is not obligated to consider or evaluate incomplete proposals.
11. Contract awards can be rescinded if the building structure proves to be infeasible for renovation or the project cost is excessive as determined by the City.
12. Contract awards may be adjusted based on the City's review of the project prior to issuance of a Construction Contract.
13. Self-help. A proposer who receives a renovation grant shall not be allowed to perform any form of voluntary labor nor engage any third party to provide such. A proposer shall not be allowed to serve as his or her project manager, construction contractor or construction manager.

SECTION III - Proposal Response Guidelines

A. SUBMISSION PROCEDURES

1. Submit one (1) original and five (5) copies of the proposal along with one (1) original and five (5) copies of the Required Supportive Documents must be submitted in sealed envelopes clearly marked, "Neighborhood Facilities Renovation Program, Housing and Community Development Department, care of "City Secretary." The envelope must contain the agency's name, address, and telephone number boldly printed on the package.
2. Required Supportive Documents should be separated and clearly identified. **All Required Documents must be included, or a written explanation detailing the extenuating circumstances responsible for a document's exclusion. HCDD WILL NOT CONSIDER PROPOSALS LACKING A REQUIRED**

SUPPORTIVE DOCUMENT.

3. Proposers are requested to submit the proposal typewritten on designated forms and plain white bond paper, 8½" x 11" in dimension. Expensive or elaborate art work, paper, covers, binding, exhibits, visual or other presentation aids are neither necessary nor required. It is generally preferred that written material be single-spaced, except where there is reason for double spacing, and that both margins be relatively wide.
4. Proposers wishing to return proposals by mail may do so by registered mail to the City Secretary's Office. Proposals must be received prior to the hour and date specified above for final receipt of the offers.
5. Any proposal received at the City Secretary's Office designated in the solicitation after the exact time specified for receipt shall not be considered unless:
 - a. It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of proposals.
 - b. It was sent by mail, and it is determined by the City that the late receipt was due solely to mishandling after receipt.
6. Acceptable evidence to establish the date of mailing and receipt shall be:
 - a. The date of mailing of a proposal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the proposal or modification shall be deemed to have been mailed late. The term "postmark" means a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.
 - b. The time of receipt at the City Secretary's Office is the time-date stamp of such Office on the proposal wrapper or other documentary evidence of receipt maintained by the City Secretary's Office.
7. A proposal may be withdrawn in person by a respondent or by his authorized representative provided that his identity is made known, and if he signs a receipt for the offer and the withdrawal is made prior to an award.
8. The City will send any amendments to this RFP by registered letter, telegram, or fax to all proposers.
9. The normal revisions of proposals by selected non-profit subrecipient(s) during the usual conduct of negotiations with such non-profit subrecipient(s) are not to be considered as late proposals.

B. GOVERNING PROVISIONS AND LIMITATIONS

1. This RFP does not commit the City to award a funding contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to negotiate with all qualified sources, or cancel in part, or in its entirety, the RFP, if it is in the best interest of the City to do so.
2. The City reserves the right to:
 - a. Negotiate to the extent that additional funding is available, any contract awarded as a result of this RFP.
 - b. Reduce contract funding if the City does not receive adequate funding from the United States Department of Housing and Urban Development.
3. Proposer(s) shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of the City for the purpose of influencing favorable disposition toward his/their own proposal or any other proposal submitted hereunder.
4. News releases pertaining to any matter related to the selection process should not be made without prior written approval of the City.
5. All materials furnished by a proposer in its proposal shall become the property of the City and shall be considered public information, except for material that is excluded under the Texas Open Records Act. All material that a proposer considers proprietary shall be made known to City by the proposer on the proposal cover sheet.
6. Proposers will be required to assume full responsibility for all services, including that of any subcontractors.
7. The City reserves the right to make or request revisions to this RFP.
8. The City's obligation hereunder is contingent upon the availability of appropriated funds from HUD. There shall be no legal liability upon the City for payment of any money unless and until funds are made available by HUD to the City for this RFP and notice of such allocation shall be confirmed in writing by the City to the proposers when program requirements are met.

SECTION IV - Eligible and Ineligible Activities

A. BASIC ELIGIBLE ACTIVITIES

Generally, CDBG funds may be used for the following activities under this Request for Proposals:

Public facilities and improvements. Reconstruction, rehabilitation or installation of public facilities and improvements, owned by the private nonprofit organizations. In undertaking such activities, design features and improvements that promote energy efficiency may be included.

Such facilities owned by nonprofit entities or subrecipients shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the federal regulations at 570.200(b), which govern facilities that contain eligible and ineligible uses.

Nonprofit organizations shall use the facilities to provide direct eligible social service activities to benefit persons of low and moderate income families in the City of Houston.

B. INELIGIBLE ACTIVITY

The following activity may not be assisted under this Request for Proposals.

Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal properties that are not integral structural fixtures is not eligible.

SECTION V - Minimum Qualifications

A. MINIMUM QUALIFICATIONS

1. All proposers must present proof of exemption from federal income tax under Section 501(c)(3) or 501 (c)(4) of the Internal Revenue Code as an organization.
2. The proposed project must be an eligible activity under the CDBG regulations at 24 CFR 570.201(c), public facilities and improvements only, and as limited hereunder at SECTION I, A.
3. The agency must be able to meet national objective (a) or (b) hereunder and at 24 CFR 570.208 herein below:
 - a. **Area Wide Eligibility** - The service from the facility must be available to all the residents in the area of which 51% must be low and moderate income persons. Prior to submitting the proposal, the address of the facility must be provided to the Department in order to verify eligibility under this requirement. The area must be residential in nature. Again, the activity must be available to **all of the residents in the area, 51% of whom are low and moderate income persons in order to qualify under this national objective**. If the activity is for a specific clientele such as, youth, elderly, this national objective does not qualify and thus the agency must meet the national objective below. A client eligibility form will be provided to all agencies to help determine the correct national objective.
 - b. **Client-based Eligibility** - the facility is used to provide services to clients who are principally low and moderate income persons of the City of Houston. In order to comply with this regulation, the agency may be required to execute a certification that it will verify income data to ensure that at least 51% of the clients served out of the facility are low and moderate income citizens (80% of Houston medium income adjusted to family size). This requires maintaining certain documentation mandated under 24 CFR 570.506 to comply with the regulations. If the services provided in the facility qualify the agency for funding under this requirement, the agency may be required to provide documentation necessary to establish client eligibility. Data are not required to be submitted on clients who meet a presumed benefit under the federal regulations.
4. Under the federal regulations at 24 CFR 570.503, any real property under the control of the Proposer that is acquired or improved in whole or in part with CDBG funds in excess of \$25,000 must be used to meet a national objective that shall be established under contract for a minimum of five (5) years until after expiration of such contract, or such improvement must be disposed of in a manner which results in the City being reimbursed in the amount of the current fair market value of the acquisition or improvement less any portion of the value attributable to expenditures of non-Grant funds. If the agency fails to use the facility for the agreed upon purpose and term, the City can require that the improvement must

be disposed of in a manner which results in the City being reimbursed in the amount of the current fair market value of the acquisition or improvement less any portion of the value attributable to expenditures of non-Grant funds. The City has the right under federal regulations to impose a greater period of time. The time frame established under contract shall be dictated by the amount of the funds awarded. Furthermore, the City shall maintain an equitable lien in and to such acquisition or improvement by filing a Memorandum of Contract and Use Restriction in the Real Property Records of Harris County, Texas and the City shall be entitled to all rights and privileges pertaining thereto. The agency will submit an affidavit along with this Request for Proposals indicating that it will comply with this federal regulation. Such affidavit is attached hereto for all intents and purposes.

5. Renovation funds must be used to finance work that is agreed upon between the City and the Proposer only.
6. Agencies must present as evidence of ownership a **certified copy** of a General or a Special Warranty Deed that has been obtained from the deed records of the county where such property is located which confirms fee simple ownership of the facility to be renovated and a recent title search which proves that the property is unencumbered. For acquisition purposes, an earnest money contract containing current terms must be presented.
7. In the absence of fee ownership of the facility, a long term lease of 15 years or more is mandatory.
8. The applicant must have not received a CDBG Neighborhood Facilities Renovation Program grant within the past five (5) years.
9. For acquisition and new construction projects, the proposer must attach to the proposal a "Phase I Environmental Site Assessment" conducted on the proposed site as prepared and surveyed by a Professional Environmental Engineer, and who is paid by the proposer for such assessment. Such assessments shall include, but not limited to the following:
 - a. Review past and current uses for indication of the manufacture, generation, use, storage and/or disposal of hazardous substances at the site;
 - b. Evaluate the potential for soil and/or ground water contamination resulting from past and present land use activities and, to the extent possible, adjacent off-site operations;
 - c. Evaluate the past and current compliance of the owners and operations of the property in review with environmental laws and regulations;
 - d. Evaluate any limitations on the future of the site resulting from the impact of environmental laws and regulations;
 - e. Render findings and professional opinions regarding the potential for environmental contamination at the site;

- f. Recommend further investigations, if necessary, to evaluate whether contamination may exist at the location identified;
- g. Report on the past and current compliance record of the site and whether any limitations exist on its current or future use; and,

SECTION VI- Proposal Format

In order to simplify and expedite the review process, a proposals must be organized in the format stated below:

- A. Letter of Submittal:** State the proposal's subject, the name of the proposer's agency, agency's office address, telephone and fax number, name(s) of the contact person(s), the date and briefly state the scope of work and location of the proposed project.
- B. Agency Profile:** Proposal Guide - Part 1
- C. Project Description:** Proposal Guide - Part 2

SECTION VII - Evaluation and Selection Criteria of Proposals

A. PROPOSAL REVIEW PROCEDURE

- 1. Each proposal shall be reviewed for initial selection by the staff of the of Housing and Community Development Department for completeness and the minimum qualifications as stated above. Complete proposals, meeting the minimum qualifying criteria will be reviewed by a review committee composed of representatives from the of Housing and Community Development Department and its designees. Proposals must be complete and self-explanatory and not require oral explanations. However, proposers may be required to make oral presentations. If so, proposers will be given at least two or three day's notice.
- 2. The evaluation of proposals will be based on the thoroughness of information furnished by the proposer. Proposals will not be considered unless they comply with Section IV - "Proposal Format".
- 3. For initial selection, each responsive proposal will be evaluated by the staff of the Housing and Community Development Department and its designees for its Program Eligibility, Project Feasibility, Scope of Work and Construction Cost Estimate as well as through a project site visit of the proposed project and the

evaluation criteria weights specified in Section (V) B herein.

4. A professional "Phase I Environmental Site Assessment" shall be submitted as part of the proposal for acquisition and new construction projects. The reviews and evaluations of the Phase I Environmental Site Assessment submitted by the proposer will in part determine the feasibility of the proposed project and will finalize the evaluation process to fund agencies which will be awarded CDBG funds for the proposed work.
5. For renovation projects submit all documentation requested on pages 23 and 24 (Section III, Parts A, B, C, D & E).
6. Preference will be given to agencies that will contribute a portion of the proposed renovation cost.
7. Preference will be given to agencies which submit a cost estimate as specified in Attachment II and certified by a professional cost estimator.
8. The City reserves the right to reject any and all proposals after the final selection of proposals which the City deems ineligible for funding due to environmental conditions or other factors which would make the project cost prohibitive as determined by the City.
9. Preference will be given to an agency which owns the proposed property to be renovated instead of leasing such property.

B. PROPOSAL SELECTION CRITERIA AND POINTS

Those proposers who have met the submission requirements and have included information requested by the City will be evaluated using the criteria and points outlined below:

Point Range

- a. Financial stability and fiscal management experience of Proposer and financial contribution to the project

by the agency.	25
b. City's requested information related to the project as specified in Proposal Guide Part II, Section III clearly describes the objectives and scope of the proposed project.	25
c. "Phase I Environmental Site Assessment" submitted with the proposal demonstrates the feasibility of the proposed project. For renovation projects required documentation submitted.	20
d. Scope of construction work in Attachment II demonstrates the feasibility of the proposed project.	15
e. Construction cost estimate in Attachment II clearly and realistically demonstrates the feasibility of the proposed project.	15
f. Agency owns the proposed facility to be renovated.	10

TOTAL POINTS 110

B. FUNDING CONTRACT AWARD MEETING

Following the selection of a successful proposal, a proposer will be notified to attend a funding contract award meeting. Items to be discussed will be announced before the date of the meeting.

C. PRECONSTRUCTION, CONSTRUCTION, AND FINAL COMPLETION SERVICES

If selected, the selected agency will hire its own Architectural/Engineering firm for design and project management services, provided such firm is approved by the City. The fees shall be included in the total budget for the project. **Under no circumstances will the City accept a “Design/Built” construction contract from a selected agency.**

The architectural/engineering firm selected by the agency must have professional liability insurance (errors and omissions coverage) with such limits to be approved by the City. The project manager, on behalf of the agency, shall provide services that include but are not limited to the following:

1. Developing the project programming, budget, preliminary design or work write-up, construction documents, and final cost estimate for the project on behalf of the agency.

2. Interpreting the requirements of the Funding Contract between the City and the agency, and monitor for compliance.
3. Developing bid documents, and related services for bidding of the project by agency.
4. Receiving, reviewing, and evaluating bids with the agency so that the agency can award a construction contract to a construction contractor based on the lowest responsible bid and submit same for approval by the City.
5. Scheduling and conducting a preconstruction conference on behalf of the agency.
6. Issuing a Notice to Proceed to the construction contractor on behalf of the agency.
7. Monitoring the construction to determine that work is proceeding in accordance with the construction documents.
8. Evaluating contractor's Request for Proposals for payment and certify costs to enable the processing of payments.
9. Being responsible for certifying all change orders during construction and submission of same to the agency and City for approval.
10. Issuing Certificate of Substantial Completion and recommending final acceptance of the project to the agency.
11. Being responsible for submitting close out documents as applicable and required to finalize the project.

SECTION VIII - Other Requirements

- A. Any organization selected to receive CDBG funds must comply with all applicable regulations at 24 CFR Part 570. In addition, the Proposer must comply with any other applicable federal, state and local laws, and regulations that may apply to this type of Request for Proposals, including the Davis/Bacon wage rates.
- B. Successful proposers shall use the competitive sealed bid method of procurement as described in 24 CFR Part 85 in following procurement standards in selecting a contractor to perform the construction work and shall award the construction contract to the lowest responsible bidder.
- C. Affidavit of Ownership or Control form must be completed as reflected in Attachment IV.

- D. Form A - Contractor Submission List - City of Houston Fair Campaign Ordinance form must be completed and submitted as reflected in Attachment V.

SECTION IX - Method of Payment

An agency which is selected for funding a project is required through its project manager to submit a construction schedule and drawdown/payment schedule to the Director of the Housing and Community Development Department or his/her designee prior to the disbursement of grant funds. The City shall make payments in accordance with the construction schedule and drawdown/payment schedule.

PROPOSAL GUIDE — Part 1

NEIGHBORHOOD FACILITIES RENOVATION PROGRAM City of Houston - Housing and Community Development Department

PROPOSER CERTIFICATION

GENERAL INSTRUCTIONS: No review of a proposal will be initiated unless all information and documentation required by this form is submitted.

PROPOSER IDENTIFICATION

Full Legal Name of Agency

Telephone Number

Physical Address of Agency

Location of Proposed Project

REQUIRED PROPOSER DOCUMENTATION

1. **AUTHORIZED SIGNATURES** - Submit an executed copy of Exhibit 1 certifying those officers or employees of the agency having the authority to carry out the performance contemplated by a funding contract and which designates the person or persons who can execute such contract on behalf of the organization and legally bind the organization to the terms of a funding contract.
2. **CERTIFICATION OF ELIGIBILITY** - Submit an executed copy of Exhibit 2.
3. **ARTICLES OF INCORPORATION OR CHARTER** - Submit a copy of the most current articles of incorporation on file with the Secretary of State's Office, together with a letter of good standing.
4. **BYLAWS OR RULES** - Submit a copy of the most current bylaws or rules.

5. Submit a copy of the most recently completed independent financial audit and a general financial statement conducted by a Certified Public Accountant.
6. Long Term Lease - For the purpose of a grant under this Request for Proposals, the City also accepts submission of evidence in the form of a long term lease of 15 years or more. Such a lease which reflects a "permanent interest" for the purpose herein must have been entered into at least two years prior to the issuance of this Request for Proposals.
7. Property Ownership - For the purpose of a renovation grant under this Request for Proposals, priority consideration will be given to agencies who submit a certified copy of a General or Special Warranty Deed or any other deed accepted by the City's Legal Department indicating fee simple title, along with a title search.
8. BOARD OF DIRECTORS - Submit a roster of all members of the agency's board of directors; include their addresses, telephone numbers, occupation, ethnicity, and tenure, and a copy of all members' resumes. Also, *Form A "Contractor (Board) Submission List - City of Houston Fair Campaign Ordinance"* must be submitted (see Attachment V - page 29). Members of the Board of Directors are prohibited from holding positions as staff members of the organization.

I hereby certify that all information and documentation submitted as part of this proposal to be correct and true to the best of my knowledge.

Typed Name of President of Board of Directors

Signature of President of Board of Directors

Date

EXHIBIT 1

AUTHORIZED SIGNATURES

The following officers or employees are duly authorized by the Directors of _____
_____ to carry out the performance contemplated by a contract
(Name of Agency)
with the City of Houston and can execute a contract on behalf of _____

(Name of Agency)

NAME

TITLE

_____	_____
_____	_____
_____	_____
_____	_____

Typed Name of President of Board of Directors

Signature of President of Board of Directors

Date

EXHIBIT 2

CERTIFICATION OF ELIGIBILITY

Agencies that meet the following description are eligible to apply: A secular or religious organization as described in Section 501(C) (3) of the Internal Revenue Code of 1954 which (a) is exempt from taxation under Subtitle A of the Code; (b) Has an accounting system and a voluntary board; and (c) Practices nondiscrimination in the provision of assistance.

I hereby certify that this agency, _____
is in compliance with the above.

Typed Name of President of Board of Directors

Signature of President of Board of Directors

Date

Agency's Tax Exempt Number

PROPOSAL GUIDE — Part 2

NEIGHBORHOOD FACILITIES RENOVATION PROGRAM City of Houston - Housing and Community Development Department

AGENCY: _____

ADDRESS: _____
(Street)

(City) (State) (Zip Code)

CONTACT PERSON _____ PHONE NUMBER _____

CERTIFYING
REPRESENTATIVE _____

TITLE _____

SIGNATURE _____ DATE _____

PROPOSAL SUMMARY

Briefly describe your organization, the scope of work of the proposed project and projected construction cost estimate.

I. INTRODUCTION

- A. Briefly state your organization's mission.
- B. State the goal of the program.
- C. List projects and programs (include location(s) developed or offered by your organization.
- D. Describe the service components to be provided. Provide details of service delivery, age groups served, hours of operations, staff/client ratio, education of staff, etc.

- E. What is the number of unduplicated persons you are proposing to serve?
- F. What are your agency's eligibility requirements?
- G. What restrictions, if any, are imposed by your agency to the provision of services and what is the basis for these restrictions?
- H. Is this a new program for your agency? If so, how long has the program been operational?
- I. Describe how your proposed program is innovative or an expansion of a previously funded program.
- J. Does this program require any licensing or accreditation to operate?
- K. Is licensing or accreditation current?
- L. Is the agency in compliance with licensing, accreditation or governmental code regulations?
- M. Has this program received CDBG funds in the past? If so, list the grants received including the funding year, grant amount and program area.
- N. Indicate source(s) of funding for the above-mentioned projects and programs.
- O. Provide evidence of your agency's accomplishments and qualifications to administer the project or program.

II. CHARTER SCHOOLS

If Applicant is a Charter School, the following information and/or documentation is also required:

- A. Copy of State Charter
- B. Copy of most recent AEIS Report
- C. TEA accountability ratings since the charter was granted
- D. TEA Alternative Education Campuses must submit the AE Accountability Campus Registration Form, including TLI difference report submitted to TEA.
- E. Latest 900 and audit of last fiscal year
- F. Clearance statement from TEA's Financial Accountability Office

- G. Resumes of Board of Directors of school
- H. Resumes of staff
- I. One grade level of scope and sequence
- J. Three to five year Campus Improvement Plan
- K. Number of certified teachers on staff
- L. Number of teachers in the process of getting certified and where are they in the process
- M. List current school funding sources
- N. Schools with sponsoring entities must include copies of Board of Directors resumes governance report and most recent audit of this organization.
- O. Letters of support from elected officials and community representatives
- P. Do you plan to collaborate with other community groups? If yes, describe
- Q. State the hours of operation of the facility.
- R. How long is your school day?
- S. Will there be after school activities?
- T. How will you engage the community?
- U. Will the facility be accessible to community groups?
- V. Will the facility be accessible to the handicapped?

III. OTHER REQUIRED PROPOSED PROJECT INFORMATION

Attach the following information of the proposed project available to your organization:

- A. Location and description of the project site.
- B. Project site survey with legal description.
- C. Deed Restriction or Land Use Restriction, if any.
- D. Description of existing site improvements, i.e., year building built, building structure, square footage, building material, occupancy permit, previous building official

inspection reports, etc.

- E. Current Appraisal Value of the property by a Certified Property Appraiser.
- F. Problem Statement or Assessment of Need. Define the specific problem that is proposed to be addressed by this project. Support the existence of this problem by evidence available to your organization.
- G. Scope of Work and Construction Cost Estimate. Submit a detailed scope of the work and construction-cost estimate of the proposed project with quantity of work requested. The Housing and Community Development Department requires an itemized construction cost estimate prepared by a professional in the construction field for review and evaluation. A sample of Scope of Work and Construction Cost Estimate is attached (Attachment II & III). Your submission of Attachment II is mandatory, and it will be closely evaluated.
- H. "Phase I Environmental Site Assessment" surveyed by a certified professional environmental engineer for acquisition or new construction projects. For renovation projects, documentation requested in the Proposal Guide, Part II, Pages 21 & 22 (A, B, C, D, & E).
- I. **Matching Funds** - For projects estimated to be in excess of \$500,000 the applicant is required to provide matching funds for the balance.

The City will require evidence from the proposer that the matching funds are available to complete the project or facility. This evidence may be in the form of a letter(s) from a charitable foundation(s), suitable to the Department, committing the necessary funds for completion. A commitment for financing from a financial institution or other type of lender may also be considered as an additional source of funding, subject to the Department's approval.

ATTACHMENT I

GENERAL REHABILITATION CONSTRUCTION STANDARDS

Definitions: For the purpose of the Neighborhood Facilities Renovation Contract documents, the following words and terms shall have the following definitions:

Building Official: The Director of the Housing and Community Development Department and/or other persons that he/she may designate to perform the various functions assigned to the Building Official.

Certificate of Completion: Certificate that is executed by the Building Official and states that the Work for the Project is complete.

City: City of Houston, a municipal corporation organized under the laws of the State of Texas.

Construction Contract: Contract inclusive of Terms and Conditions, Federal Requirements, the Work Write-up (including specifications, plans and drawings), change orders, and the Project Manual inclusive of the Notice to Bidders, the Instructions to Bidder, and all attached forms, and the executed Performance Bond and Maintenance Bond.

Director: Shall mean the Director of the City's Housing and Community Development Department and any other persons that the Director may designate to perform the various functions assigned to the Director.

HUD: Shall mean the United States Department of Housing and Urban Development.

Owner: Agency or User organization that receives the Facilities Renovation Funding Contract.

Project: The construction of the facility described in the specifications, plans and drawings that are a part of the Contract.

Project Manager: The Registered Architectural/Engineering firm which the City or the nonprofit agency engages to perform project management services.

Subcontractors: Any person, firm, or corporation who has a direct Contract with the Contractor to perform any of the Work at the Project.

Work: All labor necessary to cover the work on the Project required by the contract documents and covers all the materials and equipment incorporated or to be incorporated in such construction.

Work Write-up: Specifications, plans and drawings that are a part of the construction contract and any change orders.

ATTACHMENT II

SAMPLE OF SCOPE OF WORK

- 1. GENERAL CONSTRUCTION ITEMS:**
 - A. Carpentry — Interior/Exterior Repairs or Add-on
 - B. Painting — Interior/Exterior Paint
 - C. Roof Repair or Replacement
 - D. Window Repair or Replacement
 - E. Interior/Exterior Door Repair or Replacement
 - F. Carpet or Vinyl Floor Installation
 - G. Wall & Ceiling Insulation

- 2. ELECTRICAL REPAIRS AND REPLACEMENTS:**
 - Interior/Exterior Electrical Renovations to Code

- 3. PLUMBING REPAIR AND REPLACEMENTS:**
 - Interior/Exterior Plumbing Renovations to Code

- 4. STRUCTURAL REPAIRS AND REPLACEMENTS:**
 - A. Foundation Repairs or Replacement
 - B. Structural Frame or Supports Repair or Replacement

- 5. HANDICAP REQUIREMENTS (ADA):**
 - A. Ramps
 - B. Handrails
 - C. Elevators
 - D. Interior/Exterior Door Modifications

6. MECHANICAL:

- HVAC Heating/AC Repair or Installation

7. ABATEMENT:

- A. Interior/Exterior Lead Base Paint Abatement
- B. Interior/Exterior Asbestos Abatement

8. FIRE CODE REQUIREMENTS:

- A. Sprinkler System
- B. Fire Alarm System

9. SECURITY SYSTEM:

- Repair or Replacement of Security Fences and Gates

ATTACHMENT III

SAMPLE OF SCOPE OF WORK AND CONSTRUCTION COST ESTIMATE

Proposer's Name: _____

Project Address: _____

Date: _____

		<u>Qty.</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
I.	Handicap Ramps (ADA Requirements)				
	A. Handicap parking space re stripe and paint HC signage		EA.		
	B. Handicap parking pole sign		EA.		
	C. Handicap sidewalk concrete ramp		SF.		
	D. Handicap concrete ramp to building		SF.		
II.	Handicap Accessibility Requirement (ADA)				
	A. Exterior and interior door modification		EA.		
	B. Handicap accessible restroom modification		EA.		
	C. Handicap accessible hardware and fixtures		EA.		
	D. Interior handicap signage		EA.		
III.	Concrete				
	A. Concrete foundation repairs		JOB		
	B. Concrete slab		SF.		
	C. Concrete resurface		SF.		
IV.	Masonry				
	A. Building brick		SF.		
	B. Concrete unit masonry (concrete block)		SF.		
	C. Masonry grout and accessories		SF.		

		<u>Qty.</u>	<u>Unit</u>	<u>Rate</u> <u>Total</u>
V.	Metal			
A.	Structural Steel: beams, columns, steel trusses, tubular steel, lintels, bolts, etc.		LF.	
B.	Metal fabrications, handrails, and railings		LF.	
C.	Miscellaneous metal: metal bracket, anchor bolts, etc.		EA.	
D.	Metal stud framing		SF.	
VI.	Wood and Plastic			
A.	Wood framing		LF.	
B.	Wood wall, roof and floor sheathing		SF.	
C.	Heavy timber framing: post, columns, beams, and girder		LF.	
D.	Wood trusses or glue laminated beams		LF.	
E.	Finish carpentry			
1.	Miscellaneous trim & molding		LF.	
2.	Exterior soffits, fascias, & paneling		LF.	
3.	Exterior wood wall panels		SF.	
4.	Doors & metal frames		EA.	
5.	Access doors		EA.	
6.	Laminated plastics		SF.	
7.	Interior wall treatment		SF.	
8.	Acoustic paneling & interior wall treatments		SF.	
9.	Acoustic paneling		SF.	
F.	Wood treatment: preservative treatment		SF.	
G.	Architectural woodwork			
1.	Architectural woodwork hardware		EA.	
2.	Standing & running trim, & rails		LF.	
3.	Architectural cabinets		LF.	
4.	Paneling		SF.	
5.	Closet & storage shelving		LF.	
6.	Stair work		JOB	

	<u>Qty.</u>	<u>Unit</u>	<u>Rate</u> <u>Total</u>
VII. Thermal & Moisture Protection			
A. Building insulation		SF.	
B. Roof shingles		SQ.	
C. Built-up roof		SQ.	
D. Metal panel roof		SQ.	
E. Metal or wood soffit and fascia		LF.	
F. Sheet metal flashing, trim and valleys		LF.	
G. Galvanized iron downspout and gutter		LF.	
H. Gravity metal ventilators		EA.	
VIII. Doors & Windows			
A. Metal doors and frames		EA.	
B. Wood and plastic doors		EA.	
C. Entrance and store fronts		LF.	
D. Metal and wood windows		EA.	
E. Hardware for doors and windows		EA.	
F. Glazing		SF.	
IX. Finishes			
A. Metal ceiling suspension systems		SF.	
B. Lath and plaster finishes		SF.	
C. Gypsum wall board		SF.	
D. Gypsum board finish		SF.	
E. Ceramic tile		SF.	
F. Acoustic ceiling tile and insulation		SF.	
G. Flooring system: wood, vinyl or carpet		SF.	
H. Painting	JOB		
I. Wall covering		SF.	
X. Specialties			
A. Exterior & interior signs		EA.	
B. Operable partitions		SF.	
C. Toilet and bath accessories		SF.	

		<u>Qty.</u>	<u>Unit</u>	<u>Rate</u> <u>Total</u>
XI. Equipment				
A. Theater and stage equipment			EA.	
B. Serving area equipment and appliances			EA.	
C. Athletic, recreational equipment			EA.	
XII. Furnishings:				
— Auditorium and Theater seating			EA.	
XIII. Special Construction				
A. Mechanical and engineering testing	JOB			
B. Audio and video system			EA.	
C. Sound system			EA.	
XIV. Mechanical				
A. Plumbing fixtures			EA.	
B. Plumbing piping and insulation			LF.	
C. Plumbing equipment			EA.	
D. Heating, ventilation and air condition			EA.(JOB)	
XV. Electrical				
A. Electrical service work	JOB			
B. Panel boards and power distribution	JOB (LF)			
C. Exterior and interior lighting			EA.	
D. Alarm system			JOB	
E. Telephone system			JOB	
Items I thru XV - Subtotal:				_____
Add for general contractor's overhead 10%:				_____
Construction cost subtotal:				_____
Add for 5% contingencies:				_____
Total Construction Estimate:				_____

NOTE: This form is a simplified format according to the "Master Format" system of classification and numbering as developed by the Construction Specifications Institute (CSI). The Housing and Community Development Department recommends that the proposer submit the Construction Cost Estimate by this format which is widely accepted in the construction industry.

Any additional construction related work which is not included in this form that the proposer considers essential to the proposed project may be included for evaluation.

ATTACHMENT IV

Orig. Dept: _____

File/I.D. No.: _____

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____ §

COUNTY OF _____ §

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared _____ [FULL NAME] (hereafter "Affiant"),

[STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of

[CONTRACTING ENTITY'S
CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with

[DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$25,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☐ LIMITED LIABILITY COMPANY
- ☐ OTHER (Specify type in space below)

NONPROFIT ENTITY:

- ☐ NONPROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

Orig. Dept: _____

File/I.D. No.: _____

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a nonprofit entity, the required information has been shown for each officer. *[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]*

Contracting Entity

Name: _____

Business Address *[No./STREET]* _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address *[OPTIONAL]* _____

Residence Address *[No./STREET]* _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address *[OPTIONAL]* _____

5% Owner(s) (IF NONE, STATE "NONE.")

Name: _____

Business Address *[No./STREET]* _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address *[OPTIONAL]* _____

Residence Address *[No./STREET]* _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (____) _____

Email Address *[OPTIONAL]* _____

Dept: _____

File/I.D. No.: _____

6. Optional Information

Contracting Entity and/or _____ [**NAME OF THE OWNER OR NONPROFIT OFFICER**] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [**CONTRACTING ENTITY, OWNER OR NONPROFIT OFFICER**] as follows:

Name of Debtor: _____

Tax Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. (_____) _____

Tax Years _____

Status of Appeal [**DESCRIBE**] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____.

(Seal)

Notary Public

NOTE:

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

ATTACHMENT V
FORM A
CONTRACTOR SUBMISSION LIST --
CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

This list is submitted under the provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas in connection with the attached proposal, submission or bid of _____ (“the firm”), whose business address is _____. The firm is organized as a (check one as applicable):

- ☐ sole proprietorship whose proprietor is _____
(include the business mailing address of the proprietor or note “same” if it is the same as above)
- ☐ a partnership, each of whose partners having an equity interest of 10 percent or more are _____
(include the business mailing address of each person or note “same” if it is the same as above)
- ☐ a corporation, each of whose officers, each of whose directors and each of whose holders of 10 percent or more of the outstanding shares of stock are _____
(include the business mailing address of each person or note “same” if it is the same as above)
- ☐ 501(c)(3) non profit organization, attach a board roster with the list of Officers and their addresses

I certify that I am duly authorized to submit this list on behalf of the firm that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer

Print name

Title

Note: This list constitutes a government record as defined by §37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in §37.01 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

REVISED 3.29.95

ATTACHMENT VI

PROJECT ELIGIBILITY DETERMINATION

Name of Agency: _____

Physical Address of Agency: _____

Contact Person: _____

Location of Proposed Project: _____

Services provided in the facility: _____

Service Area (Blocks or Miles) of Service Provided: _____

Type of Building: Briefly describe the size, material, and structural system of the building to be renovated.

Scope of Renovation Work:

Executed by: _____ **Date:** _____

Title

This form must be submitted before the formal submission of the proposal, and it only applies to projects that will serve the entire area and not a specific clientele within the area.

Grants Management Review

ATTACHMENT VII

Lien Requirements

AFFIDAVIT

_____ hereby affirms and acknowledges that it understands and
Agency

will adhere to the Lien Requirements, at 24CFR, Part 570.503 (b), which will be placed on the Facility should it receive funding for a project. As such, _____ will
Agency

Provide any documentation that may be required to prove that the project is already serving such a clientele.

Agency

By

Title

Sworn to me on this _____ day of _____ 2005.

Seal

Notary Public

ATTACHMENT VIII

Certification of Accounting Procedures

I _____, _____ of the
(name) (title)
_____ on _____
(name of agency) (date)

do hereby certify that our accounting procedures and internal controls are consistent with the U.S. Department of Housing and Urban Development regulations and requirements.

We will allow the City of Houston's Housing and Community Development Department to inspect our financial books and records, and review our accounting procedures and internal controls prior to the receipt of a grant award and/or payment of any reimbursement request under the proposed Contract.

(Signature of Executive Director)

ATTACHMENT IX

Checklist

NEIGHBORHOOD FACILITIES Request for Proposals

- ☐ **Exhibit 1: Authorized Signatures**
- ☐ **Exhibit 2: Certification of Eligibility**
- ☐ **Articles of Incorporation or Charter and By-laws**
- ☐ **Most recently independent Financial Audit and a general financial statement conducted by a Certified Public Accountant**
- ☐ **A long term lease of 15 years or more, or a certified copy of a General Warranty Deed**
- ☐ **Roster of all members of agency's Board of Directors**
- ☐ **Brief statement of the agency's mission**
- ☐ **Projects and programs developed or offered by the agency**
- ☐ **Appraisal submitted by a certified appraiser**
- ☐ **Proof of exemption from income tax under Section 501(c)(3) or 501(c)(4) of IRS**
- ☐ **Evidence of match if request is over \$500,000**
- ☐ **National Objective: _____ Area wide eligibility
 _____ Client based eligibility**
- ☐ **Phase I Environmental Site Assessment, if required**
- ☐ **ATTACHMENT I: General Rehabilitation Construction Standards**
- ☐ **ATTACHMENT II: Sample of Scope of Work**
- ☐ **ATTACHMENT III: Sample of Scope of Work and Construction Cost Estimate**
- ☐ **ATTACHMENT IV: Notarized Affidavit of Ownership or Control**
- ☐ **ATTACHMENT V: FORM A - Contractor Submission List
City of Houston Fair Campaign Ordinance**
- ☐ **ATTACHMENT VI: Project Eligibility Determination**

- ☐ **ATTACHMENT VII: Lien Requirements Affidavit**
 - ☐ **ATTACHMENT VIII: Certification of Accounting Procedures**
 - ☐ **ATTACHMENT IX: Checklist**
 - ☐ **Evidence of the Agency's accomplishments and qualifications**
 - ☐ **Location and Description of the project site**
 - ☐ **Project site survey with the legal description**
 - ☐ **Deed Restriction or Land Use Restriction, if any**
 - ☐ **Description of existing site improvements**
 - ☐ **Problem Statement or Assessment of Need**
-